

MAGNETIC MEDIA REPORTING

This publication contains information about reporting by magnetic media. The Department will now accept diskettes as another media along with the previously accepted magnetic tape and cartridge. However, reporting by magnetic media must satisfy the following specifications:

Filing Requirements

This publication contains information about magnetic media reporting of federal Forms W-2, W-2c, W-2G, and 1099-R (**if the Forms W-2G and 1099-R include Arizona withholding**). These federal forms are required to be filed with the department as an integral part of the reconciliation for Arizona Form A1-R, *Withholding Reconciliation Tax Return*, and Arizona Form A1-APR, *Annual Payment Withholding Tax Return*. The filing due date for the federal forms is on or before February 28 or the extended due date of the withholding tax return.

Reporting Federal Forms W-2 and W-2c

1. Magnetic media Forms W-2 and W-2c submitted to the department must conform to the current Social Security Administration specifications.
2. If only some of the required returns are submitted on magnetic media, include a statement that the remaining returns are being filed on paper. Do not file twice for the same individual, that is, on both magnetic media and paper.
3. All records coded for the state are required. Include the Supplemental State Record (S-Record).

Reporting Federal Forms W-2G and 1099-R

1. Magnetic media Forms W-2G and 1099-R submitted to the department must conform to the current Internal Revenue Service specifications contained in Publication 1220.
2. If only some of the required returns are submitted on magnetic media, include a statement that the remaining returns are being filed on paper. Do not file twice for the same individual, that is, on both magnetic media and paper.
3. The department does not utilize the Special Data Entries field in the Payee "B" Record. Please enter blanks in this field.

Magnetic Media Specifications

- Do not submit test tapes, they are not required and will not be returned.
- The department does not accept compressed files on any media.
- An external label is required to identify the filer and characteristics of the tape (record size, blocking factor, etc.).

Cartridge:

- ♦ 3480 cartridge tape
- ♦ 18 track
- ♦ 38 KBI

The following specifications apply to **Cartridge** only:

- Standard labels.
- EBCDIC (Extended Binary Coded Decimal Interchange Code) with odd parity.
- ASCII formatting is acceptable, but **MUST** be indicated on the external label.
- Numeric fields must be right justified and contain leading zeros.
- Unfilled numeric fields must contain all zeros. Unfilled alphanumeric fields must contain spaces (blanks).

Diskette:

- The department will **ONLY** accept 3 1/2-inch diskettes.
- Created under MS-DOS "double density" or "high density" operating system format.
- Additional technical specifications are the same as current Social Security Administration specifications.

Please address magnetic media to:

Arizona Department of Revenue
Tape Librarian
1600 West Monroe
Phoenix Arizona 85007

The Department of Revenue **will not** return or copy tapes or diskettes. The federal Forms W-2, W-2c, W-2G and 1099-R are an integral part of the reconciliation required in the withholding tax return, which the department is required by law to retain.

This document is available in an alternative format upon request.